

4.3 PLANNING

4.3.4 ENVIRONMENTAL MANAGEMENT PROGRAM

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.3.4 The organization shall establish and maintain (a) program(s) for achieving its objectives and targets at each relevant function and level of the organization that include:...

Conforms (Y/N)

...designation of responsibility for achieving objectives and targets at each relevant function and level of the organization;	
...the means and time-frame by which they are to be achieved;	
...if a project relates to new developments and new or modified activities, products or services, program(s) shall be amended where relevant to ensure that environmental management applies to such projects.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.3.4 Environmental Management Program: Supplemental Questions by Function

	<i>DEPUTY DIRECTOR</i>	OBJECTIVE EVIDENCE
a.	How have you allocated the means in both time and other resources to ensure that the Division's objectives and targets can be reached?	
b.	What levels of management (division, section, etc.) are included in the planning process and have EMP responsibilities?	
c.	Who in your organization is responsible to see that objectives and targets are achieved?	
d.	Do you receive status reports on the progress in meeting the goals of the EMPs? If so, how is the status reported?	

	<i>EMS REPRESENTATIVE</i>	OBJECTIVE EVIDENCE
a.	Who has the responsibility to see that objectives and targets within the Division are achieved?	
b.	What levels of management (division, section, etc.) are included in the planning process and have EMP responsibilities?	
c.	What are your responsibilities in overseeing the progress in achieving objectives and targets?	
d.	How do you track the progress of the EMPs in meeting the objectives and targets?	

	<i>SENIOR STAFF</i>	OBJECTIVE EVIDENCE
a.	What is your responsibility in seeing that objectives and targets are achieved?	
b.	To whom do you report your progress and challenges in implementing the EMP within your section?	
c.	What is the current status of the EMPs within your section?	
d.	What resources are available to you to aid in implementing the EMP?	

4.3.4 Environmental Management Program: Supplemental Questions by Function (cont.)		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	What is the EMP within your section for meeting the Division's objectives and targets?	
b.	How do you support the accomplishment of the EMP?	
c.		

NOTES:

<p>DOCUMENTS:</p> <p><input type="checkbox"/> <u>The Environmental Management Program(s).</u></p> <p><input type="checkbox"/> <u>Documentation of the assignment of responsibility</u> for ensuring the objectives of the Environmental Management Program are met (this may be in the EMS).</p> <p><input type="checkbox"/> Procedure that ensures that new or modified activities, products or services are reviewed for environmental management consideration.</p> <p><input type="checkbox"/> Training matrix organized by topic and function.</p>

EMS LINKS:

- Environmental Aspects
- Objectives and Targets
- Structure and Responsibility
- Training, Awareness, and Competence
- Operational Control
- Monitoring and Measurement